

# Fundraising Together in 2021: *Board Development Contract*

ASIAN COMMUNITY & CULTURAL CENTER appreciates the investment you make in our organization as a board member. This year, we are focused on maximizing board relationships, networks and resources. In addition to your time, talent and treasure, we'd like to better leverage your social networks to fuel awareness and fundraising. Will you help us? Please indicate your commitment, contacts and areas of expertise below.

## Donor Development Activities

### *Ambassador*

There are many ways that you can share ASIAN COMMUNITY & CULTURAL CENTER's mission. Here are a few:

- Attend ASIAN COMMUNITY & CULTURAL CENTER events and send information on donors and prospects to staff.
- Invite friends, colleagues, and/or relatives to ASIAN COMMUNITY & CULTURAL CENTER events.
- Share ASIAN COMMUNITY & CULTURAL CENTER news regularly on social media (Facebook, Twitter, Instagram, LinkedIn).
- Host a house party or invite a friend to host a house party. House parties can educate our new friends and donors about ASIAN COMMUNITY & CULTURAL CENTER's programs and are also an opportunity to raise money. As host of a party, you will underwrite the cost of food and drinks, and open up your home to friends and family. House parties can range in size from 10 carefully selected invitees/attendees (with major gift capacity) to a larger social event in honor of ASIAN COMMUNITY & CULTURAL CENTER (or, for example, a landmark birthday with donations to ASIAN COMMUNITY & CULTURAL CENTER in lieu of gifts).

\_\_\_\_\_ **Yes! I would like to host a house party.** Months/Dates that are best for me: \_\_\_\_\_

\_\_\_\_\_ **I have a friend who is available to host,** and I will actively assist with the creation of the guest list. My friend's name is: \_\_\_\_\_

### *Connector*

Below, please list individual donor prospects whom you will help 1) cultivate a relationship to ASIAN COMMUNITY & CULTURAL CENTER and 2) help solicit for financial support within the next 12 months. Ideal donor prospects will have a relationship to you, interest in supporting the work of ASIAN COMMUNITY & CULTURAL CENTER, and the capacity to support our work with a meaningful financial contribution. Our executive director is available to work with you to identify and vet your connections for viable donor prospects.

Prospect Name	Relationship	Interest	Capacity—Major Gift, Corporate, Social Network

The cultivation and stewardship of major donors and prospects often include face-to-face meetings, which, when conducted with a board member in attendance, have a statistically higher likelihood of a securing a major gift. You can help us by arranging a prospective donor meeting with an individual, corporation, foundation, or governmental agency that can provide new funding to ASIAN COMMUNITY & CULTURAL CENTER.

Solicitation of prospective funding is always more effective when personal contact is made. Additionally, you may know of trustees on corporate, private or community foundations who can make discretionary grants to ASIAN COMMUNITY & CULTURAL CENTER, or can be especially helpful in advocating for us on key funding proposals.

\_\_\_\_\_ **Yes! I am willing to attend donor meetings.**

\_\_\_\_\_ **I'm not ready for this yet, but with training and practice I would like to participate in donor meetings in the future.**

\_\_\_\_\_ **I am interested in facilitating a donor meeting or specific communication with foundation trustees. The foundation is: \_\_\_\_\_**

**One more way that you can help:** watch for names of prospects in the annual reports of other charities, newspapers, etc., that might also be a good fit for ASIAN COMMUNITY & CULTURAL CENTER and send to staff.

***Solicitor***

Board members are each expected to make an annual financial contribution. There is no minimum amount, and we ask that you consider an amount that represents a significant gift to you. Typically, if you serve on a Board, the organization should be one of the top three charities that you actively, and financially, support.

To make this gift, consider pledging an amount early in the year, and making pledge payments over the course of the year. This type of giving is called “sustainer giving” and can be easily managed via monthly charges to your credit card. You should also include any gift match possibilities from your employer if applicable.

**My personal donation for 2021:** \_\_\_\_\_  
 I will pay my pledge: \_\_\_\_\_ at one time, by \_\_\_\_\_ (date);  
   \_\_\_\_\_ in 4 quarterly payments;  
   \_\_\_\_\_ in 12 monthly payments.

**My employer match** for my total gift to ASIAN COMMUNITY & CULTURAL CENTER is:  
 \_\_\_\_\_

\_\_\_\_\_ **Yes! I will host a Facebook fundraiser and/or ASIAN COMMUNITY & CULTURAL CENTER peer to peer fundraising campaign.** A peer to peer campaign involves filling out a fundraising webpage (easy and fast), setting a campaign goal, and forwarding it on to your friends and colleagues.

**Solicit a sponsor for an event.** Events are an important opportunity to solicit corporate sponsorship or to invite the support of other potential donors. I plan to solicit these companies for upcoming events:

Prospect Name	Company	Your Relationship	Capacity—What \$ Amount You Think They Might Contribute

**Steward**

Donor appreciation and stewardship involves calling/emailing donors just to say “thanks.” It’s not a pitch for money, just an opportunity to thank the donors for their support, answer any questions they may have, and learn more about the donor. You will be given information and assistance to make these thank you calls. Often, you will not reach the contact but will leave a message noting that, as a board member, you appreciate their contribution.

\_\_\_\_\_ **Yes! I will make thank-you calls to donors and supporters.**

**Other**

Often, you have unique skills and connections that can be of great help to ASIAN COMMUNITY & CULTURAL CENTER. Perhaps you know a graphic designer or other skilled professionals who can volunteer, or you have connections to religious, professional, sporting and/or social groups who might be willing to fundraise on behalf of ASIAN COMMUNITY & CULTURAL CENTER.

**I have expertise in the following areas that might be helpful to ASIAN COMMUNITY & CULTURAL CENTER:**

**I have foundation and/or corporate contacts that I can share:** \_\_\_\_\_  
**I have connections to these groups:** \_\_\_\_\_

In fundraising, boards are often asked to both “give” personally and “get” from others.  
**This year, my “give or get” fundraising goal is:** \$ \_\_\_\_\_

It’s okay if you need some help thinking through your connections and fundraising opportunities. We are here to work with you. Please note your interest in a one-on-one meeting below:

\_\_\_\_\_ **I’d like further support in setting my fundraising goals, please contact me!**

Additional Comments:

I agree to fulfill the above-stated fundraising goals to the best of my ability for the stated calendar year.

\_\_\_\_\_  
**NAME**

\_\_\_\_\_  
**SIGNATURE DATE**

**P.S. THANK YOU!!!!** By sharing with us how, when and what you will give this year, you are helping us plan for the future and better understand the generosity and opportunities that exist with our board of directors. Your involvement and giving makes a difference in our work. We are so grateful.

*Document sources: [Network for Good](#) and a template referenced by [William Cordery](#).*